

FSCS Steering Committee Meeting
Minutes
Embassy Suites (Chevy Chase Pavilion)
5300 Military Road, N.W.
Washington, DC 20015
March 17-19, 2003

Attending:

Steering Committee Members:

SDC's Elected: Carolyn Ashcraft (Chair), Patience Frederiksen, Marianne Kotch, Fred Neighbors, and Alan Zimmerman

SDC's Appointed: Darla Cottrill, Keith Lance, and Libby Law

ALA: Mary Jo Lynch was unable to attend.

COSLA: J. D. Waggoner

IMLS: Michele Farrell (Monday & Wednesday) and Mary Chute (Wednesday)

NCES: Adrienne Chute, Elaine Kroe, Jeffrey Owings, and Jeffrey Williams

NCLIS: Bob Molyneux and Bob Willard (Wednesday)

Guests:

Census: Johnny Monaco, Patricia O'Shea, Maria Polcari, Cynthia Jo Ramsey. Michael Freeman was unable to attend.

NCES: Stephanie Brown, Peggy Quinn,

NCLIS: Kim Miller

DB Consulting: Hazel Williams, Kimberly Stumpf

The meeting was called to order at 9:20, following the SDC Caucus.

Carolyn Ashcraft welcomed the new COSLA representative: J. D. Waggoner and informed the group that Mary Jo Lynch sent her regrets.

Knowledge Sharing Episodes:

NCES: Jeffrey Owings and Jeffrey Williams:

Val Plisko has been named to replace Gary Philips, the former acting commissioner. She will be keeping the title "Acting Commissioner". She has expressed support for the statistics program.

OERI is now the Institute for Educational Sciences. NCES is under the Statistics wing. Under the new legislation funds can no longer be given to outlying areas which will impact data collection from the territories.

A new brochure promoting use of NCES statistics programs was presented. Distribution is scheduled to begin in April.

A discussion is underway to make the WEB site easier for the user. The addition of separate State ranking tables in PDF format was suggested.

NCES is proud of the improvements made in the timeliness of Public Library Survey. Jeff Williams noted that progress made was due to cooperation of all.

The Academic Library survey is conducted every two years. Data collection for FY2002 has just been completed and the survey is now web-based. The response rate is now at 87.3% which is sufficient to meet the new NCES statistical standards.

The annual State Library Agency web-based survey is in progress.

The School Library Media Center Sample Survey, conducted every 4 years will be public schools only. Concerns were expressed about the omission of private schools. The latest comprehensive publication on School Library Media Centers is the 1993-94 report. There was a discussion of needing the data now to address budget issues at the State levels. The Data Collection Subcommittee was asked to suggest type of tables needed for the report. A historical report on the School Library Media Center Sample Survey by state is in process and should be out by summer.

The October 2002 Supplement in the Household Survey had questions on public libraries. Data is scheduled for release between May and the end of the summer.

The Longitudinal study of 10th Graders includes information about why the students use media centers and relates use of media centers to school achievement. The report should be released in a year but data will be available before then. Adrienne Chute and Denise Davis are working on an analysis program. The next survey is scheduled for 2004.

NCES will be conducting a 3 ½ day training conference on how to do longitudinal studies and how to use data at the end of May. Those interested should contact Jeff Owings (jeffrey.owings@ed.gov)

CENSUS: Patricia O'Shea, Maria Polcari, Cynthia Jo Ramsey and Stephanie Brown.

Pat O'Shea reported that CENSUS is also pleased with the progress made on timeliness of data.

Maria Polcari reported the FY2001 draft E.D. Tabs have been released to NCES. FY02 data has been received from 16 states (15 first round states and one 2nd round state). Edit checks are underway. Two states (WY & GA) are complete.

There was a brief discussion of the edit checks and concerns expressed by some of the SDC's. Cynthia Jo Ramsey suggested that SDC's first run "Edit checks by Number" and use this to provide explanations for those edit checks, applying to several libraries. By saving this with a different name the other edit checks can be documented by library. Both edit check reports can then be submitted to CENSUS. Further discussion of edit checks should be held in the subcommittee meetings and at the annual conference.

Stephanie Brown explained the organization of the CENSUS staff who work with FSCS. She manages 3 branches: School Finance, Library Surveys and the Common Core of Data. Johnny Monaco works with CCD and Library Stats. Pat O'Shea reports to Johnny Monaco and handles the 3 library programs with Cynthia Jo Ramsey and Maria Polcari report to Pat. Michael Freeman is in another division and oversees the programmers.

NCLIS: Bob Molyneux and Bob Willard.

Bob Molyneux's paper, "A New Direction for Library Data", was referred to the Data Use Subcommittee for discussion.

Bob Willard reported that things look good. Although NCLIS did not receive the \$3 million requested, the President is recommending \$1,000,000 in the FY04 budget for the Commission and the process of appointing NCLIS Commissioners has begun.

NCLIS is working on an international conference on the advancement of information literacy and its' role in economic development. Papers are posted on the NCLIS web site.

Copies of "Trust & Terror: New Demands for Crisis Information Dissemination and Management", the CD produced by NCLIS are being distributed. Mr. Willard expressed the importance of involving librarians on emergency planning activities.

Mr. Willard expressed the Commissions commitment to the reauthorization of LSTA and to the continuation of the library statistics program.

COSLA: J. D. Waggoner

J. D. Waggoner briefly reported on the proposed study of measurements of electronic resources. There was a brief discussion of the Berto and McClure training for library staff to take measures using the most broadly accepted definitions. Bob Molyneux reported that the University of South Carolina has applied for an IMLS grant to use "Project Counter" to individualize institutional electronic statistics.

IMLS: Mary Chute and Michele Farrell.

The new automated reporting product is scheduled for distribution in the spring. Eight states are participating in the pilot and it is working well. The fall conference will be held November 5-7 at the Mayflower Hotel. It will focus on training LSTA coordinators on the new automated reporting product.

The appropriation act was passed February 20. Allocation figures will be distributed to the states shortly.

LSTA Reauthorization passed the House. A similar Senate bill has bi-partisan support; however, there are rumors that the Republicans may want to submit their own version. The base will double but there is some question about the per-capita. There was a discussion regarding the hold harmless provision – No state will receive less than in the previous year VS the base will double and the per-capita will not be reduced. The President's budget is \$1.5 million short of providing sufficient funding for the latter.

IMLS has a new staff for the National Leadership Grant and is hiring new program officers for the State Grant Program, for the Recruitment in Education Program and for the Native American program. The status of several grant programs were reviewed.

Recruitment for Education Program - deadline April 15 (in future years the deadline will be in January). Minimum grants are \$50,000. There are 4 priorities: 1) increasing the number of MLS students (a diversity component is desirable but not required), 2) Training for faculty, 3) Pre-professional program as a preliminary to the MLS program, and 4) Research.

Library & Museum Collaboration – Deadline April 1. Awards to be announced mid September.

Continuing Education – Deadline February 2003. 30 applications received. Awards to be announced in mid July.

Research & Demonstration – Deadline February 2003. 34 applications received. Awards to be announced in mid September.

Digitization & Preservation – Deadline February 2003. 49 applicants received. Awards to be announced in mid September.

LSP FY2003 schedule changes:

Extraordinary circumstances prevent two states (TX and NJ) from meeting the deadlines set for Groups One and Two. The deadline for these two states is extended to August 31. This should not delay the release of the data more than a couple of weeks.

The schedule for release of E.D. TAB is:
2001 preliminary March, final July 2003.

2002 preliminary March, final before July 2004.

Follow-up Items from Last Steering Committee Meeting:

Status of data submission by Minnesota State Library: They have a contract with Bibliostat to collect 2002 data. No 2001 data was submitted. Liz Gibson's offer to provide assistance could not be implemented. The 2001 and 2002 E.D. Tabs will clearly note the failure of MN to submit data. The standards do not prevent adding MN data at a later date. The failure of data submission by MN will not drop response rate below the NCES standard.

There was a discussion about the possible failure of other State Library Agencies reporting data. There does not appear to be a problem at this time.

There was a discussion about the response rate standards when non reporting libraries represent small populations. A response to a question regarding the Academic Sample Survey resulted in the ruling that there is no way to waive the response rate requirement. Jeff Williams will follow up on this with the statistical standards office since the FSCS survey is a Survey of the Universe, not a sample survey.

The determination of the impact of the data submitted by libraries not meeting the FSCS definition of a public library was referred to the Data Use Committee.

Support by State Library Agencies: J. D. Waggoner will send a letter to State Library Agency Directors stressing the importance of the national collection of data and recognizing the SLA support provided through the SDC's and staff serving on the Steering Committee.

Support for SDC's: SDC's are to be informed to contact Mike Freeman or Cynthia Jo Ramsey for Technical assistance and to contact Mentors for all other questions.

Mentors are to contact SDC's after each steering committee meeting.

The NISO web site address is to be sent to the SDC's. This web address is also to be included in the Conference handouts.

Libby Law was moved from the Data Collection Subcommittee to the Data Elements Subcommittee. Carolyn Ashcraft will participate in each Subcommittee as needed.

The Data Collection Subcommittee recommended adding new data elements to the software every 3 years instead of annually. After the full Steering Committee discussed this it was decided to continue the same procedure for making changes to the software annually.

Future Meetings: There was a discussion of the plan for compressed meetings in June and September. After a report on the potential cost savings by Hazel Williams, it appears

that cost savings will be minor if any at all. Plans have already been made for a compressed (2-day) meeting June 9-10 at the Ritz Carlton, Pentagon City. The September meeting will be a full meeting (2 ½ day) September 15-17 followed by a meeting of the State Library Agency Survey Steering Committee.

The Data Conference is scheduled for December 7-10 with a Steering Committee meeting to follow at the conclusion of the Conference. Peggy Quinn reported that preliminary data indicates that costs are too high to have the Conference at the Embassy Suites (Chevy Chase). Several other possible sites were discussed as well as several unacceptable sites.

There was a discussion of delays in providing reimbursement payments to SDC's following the 2002 Conference. Although the invitation indicated reimbursement payments would be made within 30 days, actual reimbursement took up to 90 days. It appears that DB Consulting Group has little control on this. The SDC's need to be given realistic information about reimbursement payment schedules.

General Discussion:

Bob Molyneux and Peggy Quinn, new members of the Steering Committee, provided information about their background and experience.

The Ballot will be sent to SDC's on Monday, March 24. The deadline for submission of the vote is April 4 (changed to the 11th after the meeting).

Reimbursement forms are in the packet. Steering Committee members are to complete the forms and return them as quickly as possible. DB Consulting will try for a 30-45 day reimbursement schedule.

2003 Objectives

Steering Committee 2003 Objectives

- Support the Objectives of the Subcommittees.
- Evaluate the Annual Professional Development Conference.
- Encourage web-based data use projects in individual states.
- Provide assistance for timely submission of FSCS data.
- Ongoing review of By-Laws, Policies and Procedures, and Definitions.
- Help maintain open communication and encourage coordination between/among NCES, NCLIS, IMLS, Census, COSLA, ALA and State Data Coordinators.
- Address comments and suggestions made at the annual Professional Development Conference.
- Encourage the timely release of Data.

Data Collection Subcommittee:

- Stay on the leading edge of technology with the further development of WinPLUS.
- Continue to facilitate electronic transmission (uploading and downloading) of software and data between the State and Federal level.
- Facilitate timely release of public library data.
- Review edit checks and set new parameters where needed.
- Encourage the development of historical tracking (vital statistics – birth, deaths, marriages, divorces).
- Establish a data collection via Web taskforce.

Data Conference Subcommittee:

- Identify State Data Coordinator training needs.
- Review need for specialized training for interested SDC's and others.
- Plan the annual FSCS Professional Development Conference (December 2003).
- The dates for the Professional Development Conference are December 7-10, 2003.
- Recommend time and place for the FSCS Professional Development Conference (December 2004).

Data Elements Subcommittee:

- Begin systematic review of all data definitions.
- Follow-up on the data elements which received 10 endorsements at the Conference.
- Plan/Provide training on new data elements for the conference.
- Solicit new data elements.

Data Use Subcommittee:

- Advise on projects involving use of FSCS data.
- Promote awareness and use of NCES WEB Based Tools.
- Monitor use of FSCS data, identify exemplary uses, and select Eckard award winners.
- Plan and organize data use sessions for the Annual FSCS Professional Development Conference.
- Monitor web usage data on the web site.

PLUS/MINUS

PLUS:

- Agenda scheduling was good
- New COSLA representative
- New SDC 's on steering committee
- Accomplished a lot
- All of the agencies were represented
- Sharing of information
- Peggy and Hazel
- Pleasant group dynamics
- Embassy Suite (Chevy Chase)
- Gathering area in the hotel (breakfast/bar area)
- Hotel staff
- Breakfast meals
- Dr. Data, the new Bob
- Conference defined itself quickly, so much progress was made

Minus

- Mary Jo's absence
- Fred's illness
- Al First Class flight and bragging about it
- Noise of construction

Adjourn: March 19, 2003, 10:50am.

Subcommittee Reports

Each subcommittee was challenged to examine their current role and how it may need to change in the future.

Data Collection Subcommittee Report

The objectives were reviewed and new objectives established for 2003.

There was a discussion about the need to make it clear to SDC's that the edit checks must be generated/annotated through WinPLUS. Carolyn Ashcraft will prepare a letter about this requirement. After review by CENSUS, the letter will be sent to the SDC's by Kim Miller.

The problems regarding the low response rate to the data item "Users of Electronic Resources" was referred to the Data Collection Committee. Darla is to survey the SDC's to determine which states will be providing 2002 data and which anticipate submitting data in 2003. She will also update the information regarding tools used for collecting data from the libraries and collect data on the 5 most common Edit Check problems encountered by SDC's.

The subcommittee discussed the need to develop strategies for dealing with response rates which fall below the new standard of 85%.

There was a discussion of the SDC's concerns regarding the large number of edits and the burden of responding to each. Cynthia Jo Ramsey will provide samples of the edit check problems which Census is encountering for review by the subcommittee members.

The Data Collection Subcommittee is responsible for the identification of edit checks for the first year data for new items is collected. Edit changes proposed by NCES and Census are to be reviewed by the Chair of the Data Collection Subcommittee and the Chair of the Steering Committee.

The Data Collection Subcommittee recommended adding new data elements to the software every 3 years instead of annually. After discussion with the full Steering Committee it was decided to continue the current procedure for making changes to the software.

Data Conference Subcommittee Report:

The subcommittee objectives for 2003 were reviewed. They will be the same with date changes as necessary.

The Data Conference Subcommittee reviewed the conference evaluations. Based on comments the decision was to repeat each session and to provide more hands on training.

There will be 3 concurrent sessions scheduled for each morning and repeated each afternoon. This will enable SDC's to participate in two out of 3 each day.

The proposed name of the conference was changed from "Showing Off With Data" to "Do it by the Numbers".

The location of the Conference is to be decided. Suggestions included: Ritz Carlton Pentagon City, The Embassy Suites (Chevy Chase), or Alexandria.

The suggestion was to include a Track 1 in each session for new SDC's.

The NISO web site address is to be included in the Conference handouts.

Day 1 (for new SDC's) will be "a year in the life of an SDC" with a review of the job description.

The first general session will include:

- Introduction of new SDC's
- Introduction of partners (each of the partners is to prepare a one page handout for the packet)
- Dr. Data (presentation on response rate – what looks good, what needs work— problems and methodologies in collecting data)
- Data Elements – Training on new data elements
- Lunch – COSLA luncheon (presentation or panel)

Concurrent sessions suggested were: (Marianne: I have included everything that was mentioned during the subcommittee meetings I attended and during the reports to the full steering committee. You need to edit this a lot.)

- WinPLUS importing – hands on – CENSUS
- I know it when I smell it – Mary Jo Lynch
- Putting Data on the Web – Elements of a good web page - Principles of Web Page design – ideas what to put on the web, how to display data –Nicole Stephens or Cheryl Kirkpatrick (South Carolina State Library)
- Edit process—CENSUS
- Top 5 WEB sites (Eckard Award winners)
- Excel Tips & Tricks
- Use of data in Outcome Base Evaluation for exemplary LSTA program (IMLS to identify a program.
- Hands on time for NCES Web site - Real life examples of solving problems using WEB Tool - (Adrienne to contact Mark Glander, NEDRC), this is to include some time for hands on for SDC's to actually use the web sites.
- Mapping project (if Jeff Williams finds that the project is ready for prime time)
- Eckard Award winners' presentation of development/use of their publications.
- Data Analysis 101: How to manipulate data using EXCEL, ACCESS, MAPPoint, or PowerPoint demonstrations using read data (Standards or Tax Rate issue). –

presentation using FSCS data (tax rate – library effort, how to calculate, charts, maps, display) – developing standards

Marianne will review the ideas for concurrent sessions and identify possible presenters. The June meeting will focus on fine tuning the program and presenters.

Data Elements Subcommittee Report:

Members: Keith Lance Chair. Carolyn Ashcraft, Adrienne Chute, Patience Frederiksen, Elaine Kroe, Libby Law, J. D. Waggoner, Alan Zimmerman

The objectives for 2003 were discussed.

The subcommittee reviewed the draft of the ballot. Edit only changes were approved at the Conference and are not to be included on the ballot. The ballot is to include a statement about the NISO basis for electronic definitions. Electronic Serial Backfiles are to be deleted from the 4th new data item. The ballot will include the following from the Policy and Procedures for Review of Data Element: “Adoption of a proposal will be determined by the majority of the ballots cast by the Data Coordinators submitting data that is accepted and published.”

The Ballot was finalized. Kim will send them to SDC's on Monday. Ballots are to be returned by April 11.

The exact wording of all new and edited definitions is to be sent to the SDC following the conclusion of the voting.

A full OMB clearance package is required. There is always a possibility that OMB will not approve addition of the new data items to the survey.

The chair of the Data Elements Committee is to identify potential data elements for each new data item.

New Data Item:

Did the legal service area boundary change? If this is adopted, in order to reduce the burden of reporting the software should be pre-filled with “No” so the SDC only needs to enter data if there is a change. Also, if this new data item is adopted, the edit regarding Geographic Code changes should be deleted. There was some expression of concern regarding this and it is to be discussed by Michael Freeman.

Expenditure items: If the new expenditure items are adopted cost previously reported as Access Expenditures will now be reported as either Collection Expenditures (if access to collection resources) or Other Expenditures (if cost is for technology).

Collection items: Wording for the definitions for the Library Collections items was discussed. The new items will include:

Electronic Book (E-Books) definition is to be revised to add “for all outlets” after including duplicates.

Databases, definition is to be revised to add EBSCO Host after OCLC First Search. Current Electronic Serial Subscription’s definition is to be revised to remove the “,” between OCLC and First Search and to add EBSCO Host. This count is to include a report of the access for each/all outlet.

Electronic Serial Backfiles will not be included

There was a brief discussion about examination of the report forms from each state.

The subcommittee reviewed the issues from the conference.

- Number of individuals receiving technical training or assistance - received endorsement by 10 States). Discussion included: Is this formal training in use of technology? Informal? Does it overlap with reference? This appears to be a subset of a data item not currently collected – Total Programs and Total Program Attendance. This will be discussed further in June.
- Number of full text downloads - received endorsement by 10 States). After a brief discussion the subcommittee decided not to pursue this; however, Keith will survey SDC ‘s to see if any States are currently collecting this successfully and if so, definitions and methodology being used.
- Definition of librarians. There was a discussion about the confusion about this data item and questioning of the value of data. Should this item be deleted and only collect number of ALA/MLS staff and total staff? This will be discussed further in June.
- How to report read-a-story programs? There was a brief discussion which indicated some disagreement among the subcommittee members and validated the need of a better definition of library program. Information about definitions or library program is to be collected for further discussion in June.
- Collection of number of programs (total and number for children) and total program attendance. This is to be pursued in June.
- Although the deletion of the City/County Legal Basis code did not receive 10 endorsements, the subcommittee will pursue this.
- There was a discussion of Library Service District numbers reported. Maria Polcari will check on the Census definition of a Library Service District.
- Keith will poll SDC’s for suggestions for new data items needed.

The subcommittee decided to begin a systematic review of all existing definitions. Existing definitions are to be compared with definitions in other sources such as NISO. When the definition refers to another source (e.g. "Output measures for ...") the wording from the other source is to be included in the definition. Some of the definitions to be reviewed first are: Program, Program Attendance, and Library District.

There was a brief discussion of difficulties caused by lack of collection of data for services provided by Library Consortia and Federal Libraries. There is a problem of an acceptable definition for a consortium was reviewed. Mary Birmingham Treacy's definition of consortia was mentioned as a possible model.

Data Use Subcommittee:

Members: Al Zimmerman chair. Carolyn Ashcraft, Adrienne Chute, Michele Farrell, Elaine Kroe, Fred Neighbors, Libby Law, Bob Molyneux, Cynthia Jo Ramsey, J. D. Waggoner, Jeff Williams.

The 2003 subcommittee objectives were discussed.

The need to promote awareness and use of NCES data was discussed. NCES has designed a brochure that should be available for distribution in a month. Suggestions for distribution were: 1) to send copies of the brochure to each public library at the outlet level, 2) to send a supply to SLA's to use with training in use of data, 3) to send copies to library schools, and 4) post 8 1/2 " x 11" copy on WEB page. SDC's will be encouraged to distribute copies of the brochure with their Annual Report forms.

SLA's are to be encouraged to use the NCES statistical pages as "WEB Site of the Week" on local web pages. An easy way to link with the library statistics web pages is to be developed. Another suggestion is to have a concurrent session at the Conference to enable SDC's to play with pages so that they can use them well. This was followed by a discussion of navigation problems with the WEB site and the need to reduce the number of steps needed to get to the library statistics pages.

Alan Zimmerman, Fred Neighbors, and Bob Molyneux will design a layout and send information for SDC's to use in developing links to the NCES data on State Library Web sites.

Identification of candidates for the Eckard Award and the need to recognize SDC's publications (print and web) using FSCS data were discussed. Al Zimmerman will ask SDC's to send copies of state publications using FSCS data as potential nominations for the Award. Mentors are to review the WEB pages of their states and identify 1 or 2 or the most interesting sites worthy of recognition with an Eckard Award. Information about the sites is to be sent to Al Zimmerman. The committee will try to pick 3 sites in September for the Award. Keith Lance reminded the Steering Committee members of links on LRS.ORG.

There was a discussion of the status of the mapping product. Jeff Williams is to report on the status of the mapping product at the June meeting. If it is ready for prime time it is to be considered for Conference.

Sessions to support the Conference Theme of “Showing off with Data” were discussed. Among the topics were:

- Use of Data in Outcome Base Evaluation for exemplary LSTA projects.
- Mapping –If Mapping project is ready for prime time.
- Eckard Award winners’ presentation of development/use of their publications.
- NCES WEB site – how to tell the library story using == possibly have someone from NEDRC (Mark Glander) Adrienne or Jeff Williams will contact Mark Glander NEDRC opportunity for SDC’s to have time for some hands-on experience using the sites.
- CENSUS – Session on edit checks
- Analysis training 101: How to manipulate data using EXCEL, Mapping Software, PowerPoint demonstrations using read data (Standards or Tax Rate issue). Al Zimmerman will survey SDC’s to determine what they would like in terms of a tutorial.– presentation using FSCS data (tax rate – library effort, how to calculate, charts, maps, display) – developing standards
- Elements of a good Web Page
- Concurrent sessions:
- Real life examples of solving problems using WEB Tool
- Principles of Web Page design – ideas what to put on the web, how to display – involve Eckard Award winners -- ADA standards, Web.Org standards

Elaine Kroe will make an Excel version of State Ranking available to SDC when the E.D. Tabs is released.

Adrienne Chute is to send web usage data to Alan Zimmerman.

There was a brief discussion of the population ranges used in the E.D. Tabs. Adrienne Chute will look into this to see if there is any reason for the committee to look into this further.

There was a discussion of the current population survey which includes 20 questions about libraries. The data should be released between May and late summer. Adrienne and Bob Molyneux will analyze the data and report to the Committee.

Libby Law will contact Cheryl Kirkpatrick regarding a review of several good web sites and what makes them good – principles/design/ADA Accessibility/Web.org Standards.

Bob Molyneux reported on the paper “A New Direction for Library data?” which he prepared for discussion with the StLA Steering Committee. The long term goal is to make data more usable for the general users and researchers.

The subcommittee discussed concerns about the impact of including libraries which do not meet the public library definition may have on the data. CENSUS will provide ranking tables excluding data for the libraries that do not meet the definition for comparison to the tables which include the libraries that do not meet the definition.

To Do List

Carolyn Ashcraft: To prepare a letter about the use of the WinPLUS Edit check software requirement. The letter will be reviewed by CENSUS and sent to the SDC's by **Kim Miller**.

Adrienne Chute: To send web usage data to **Alan Zimmerman**.

Adrienne Chute: To review the E.D. Tabs population ranges, identify any changes needed and present a report to the Data Use Subcommittee in June.

Adrienne Chute and Bob Molyneux: To prepare an analysis plan for the data in the current population survey to present to the Data Use Subcommittee.

Adrienne Chute: To contact Mark Glander (NEDRC) regarding the possibility of a concurrent session on how to tell the library story using NCES Web Site.

Darla Cottrill: To inform SDC's to contact **Mike Freeman or Cynthia Jo Ramsey** for Technical assistance and to contact Mentors for all other questions.

Darla Cottrill: To share **Cynthia Jo Ramsey's** suggestions for solution to edit check.

Darla Cottrill: To contact states regarding the low response rate for "Users of Electronic Resources and to determine which states will be providing data in 2002 and which anticipate submitting data in 2003.

Darla Cottrill: To survey SDC regarding tools used for collecting data from the libraries at the State level and collect data on the 5 most common problems SDC's have with the edit checks.

Mike Freeman: To discuss dropping the edit check for Geographic Code with **Keith Lance** if the new data element "Did the legal service area boundary change?" is adopted.

Marianne Kotch: To check her files for a sample of Walt's handouts. [Kim found them in the archives and gave them to Bob Molyneux.]

Marianne Kotch: To review the ideas for concurrent sessions and identify possible presenters. The June meeting will focus on fine tuning the program and presenters.

Elaine Kroe: To provide SDC's with an Excel version of State Ranking when the E.D. Tabs is released.

Keith Lance is to prepare the final ballot which is to be sent to SDC's on Monday.

Keith Lance: To send exact Wording of all new and edited definitions to SDC's as soon as the final votes are tabulated.

Keith Lance: To send the NISO web site address is to be sent to the SDC's. This web address is also to be included in the Conference handouts.

Keith Lance: To survey SDC's regarding the successful collection of 1) Full text downloads, 2) technology Training, 3) Total number of programs, and 4) total program attendance for definitions and methodologies. The information will be compiled and sent to Date Elements Subcommittee prior to the June meeting.

Keith Lance: To solicit new data items from SDC's.

Libby Law: To discuss concurrent session on web page design/accessibility (ADA standards, Web.Org standards) for Cheryl Kirkpatrick.

Mentors: To review WEB pages for assigned states, identify 1 or 2 or the most interesting sites worthy of recognition with an Eckard Award and send this to **Al Zimmerman**.

Mentors are to contact SDC's after each steering committee meeting.

Kim Miller will distribute the ballot to SDC's on Monday, March 24, to receive the votes on April 11 and to inform Keith Lance of the results.

Maria Polcari: To send the Census definition of a Library Service District to **Keith Lance**.

Cynthia Jo Ramsey: To provide ranking tables excluding data for the libraries that do not meet the definition of a Public Library for comparison to the tables which include all libraries.

Cynthia Jo Ramsey: To provide samples of the edit check problems encountered by Census to Darla Cottrell.

J. D. Waggoner: To send a letter to State Library Agency Directors stressing the importance of the national collection of data and recognizing the SLA support provided by the SDC's and State Library Staff who work on the Steering Committee.

Jeff Williams: To check the status of the mapping product and prepare a report for the June meeting. If it is ready for prime time it is to be considered for a Conference presentation.

Jeff Williams: To follow up on new response rate standards with the statistical standards office since the FSCS survey is a Universe Survey not a sample survey.

Alan Zimmerman: To survey SDC's to determine what they would like in terms of a tutorial.

Al Zimmerman: To ask SDC's to send copies of state publications using FSCS data to him as potential nominations for the Eckard Award.

Alan Zimmerman, Fred Neighbors, and Bob Molyneux: To design and send information for SDC's to use in developing links on State Library Web sites to NCES data.